REQUEST FOR PROPOSALS

Ambulance Services

The Town of Hardwick is seeking proposals for the provision of Basic Life Support (“BLS”) and Advanced Life Support (“ALS”) ambulance services to the Town. Qualified persons or businesses are requested to submit proposals to the Office of the Town Administrator, Hardwick Town Offices, Myron E. Richardson Building, P.O. Box 575, Gilbertville, MA 01031 no later than 4:00 PM, Thursday, June 25, 2015. The Town of Hardwick reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is in the Town's best interest to do so.

The Town has determined that this contract is exempt from the Uniform Procurement Act, G.L. c. 30B, and as such, the provisions of G.L. c.30B expressly do not apply to this procurement. The Town, in the exercise of its sole discretion, will select the firm that it believes offers the overall best proposal. The Town reserves the right to negotiate with any or all firms that respond to this request and to award a contract for services that it deems to be in the best interests of the Town. The Town further reserves the right to solicit additional proposals beyond the date set forth herein for responses.

I. Purchase Description and Background

The Town of Hardwick currently receives Emergency 991 BLS ambulance services from the Town of Hardwick Rescue Squad. Due to lack of availability of staff, mutual aid from surrounding communities is required on over 50% of calls. As a result, the Board of Selectmen is seeking proposals for options to provide improved service to the citizens of the Town. Annual call volume is approximately 150 calls for service of which 40-50% require ALS intercepts. Patients are typically transported to Baystate Mary Lane Hospital in Ware but may also be transported to any appropriate hospital as necessary.

Proposers must provide emergency BLS and ALS services as required within the boundaries of the Town Monday through Sunday (7 days a week 24 hours a day), including
response and transportation to appropriate healthcare facilities. Staffing of on duty paramedics to assure immediate response is desired. The successful proposer shall be required to install appropriate radio frequencies in ambulances to provide services for the Town.

II. Proposal Submission Requirements

(a) **Price Proposal**

A complete price proposal should contain an amount for the completion of the scope of services, using the enclosed "Price Proposal" form.

(b) **Non-Price Proposal**

Proposers shall submit five (5) copies of their proposals. Proposals shall include:

- Name and address of the firm;
- Name and telephone number of contact persons;
- History, size and structure of firm(s).
- List of firm’s response vehicles, response personnel and level of training.

The successful proposer shall provide at least 2 ALS or BLS fully equipped Class I ambulances that meet the requirements of G.L. c.111C and the regulations promulgated thereunder pertaining to Class I ambulances at the Basic/Paramedic Advanced Life Support levels. These dedicated vehicles shall contain all the equipment required for Class I vehicle under G.L. c.111C and the applicable regulations for vehicles that provide Advanced Life Support Services. These ALS/BLS dedicated vehicles shall be staffed by personnel licensed at the appropriate level by the Commonwealth.

(c) **Submission Procedures**

Sealed "price" and "non-price" proposals must be submitted in marked separate envelopes, and placed in a larger envelope marked on the outside: “Proposal for Ambulance Services.” Questions may be referred to the Town Adminsitrator at (413)477-6197. Proposals must be submitted no later than 4:00 PM, on Thursday, June 25, 2015, at the Office of the Town Administrator, Hardwick Town Offices, Myron E. Richardson Building, P.O. Box 575, Gilbertville, MA 01031. Proposals may be accepted by the Town of Hardwick for up to thirty (30) days after the receipt of proposals. The time for acceptance may be extended by mutual agreement of the Town and the party submitting the successful proposal.

III. **Evaluation of Proposals**

(a) **Non-Price (Technical) Proposal**

1. Minimum Evaluation Criteria
Each non-price (technical) proposal shall first be reviewed to ascertain whether or not the following Minimum Evaluation Criteria have been met:

1. The proposer is licensed by the Commonwealth of Massachusetts to operate an ambulance service for Basic Life Support (BLS) and Advanced Life Support (ALS) pursuant to State laws and regulations.
2. The proposer shall have five (5) years’ experience in the operation of an ambulance service without any license suspension, revocation or refusal of the Commonwealth.
3. The proposer shall have experience providing 911 ALS ambulance service for a minimum of two (2) years.

Proposals not meeting all of the above Minimum Evaluation Criteria shall be summarily rejected.

2. Comparative Evaluation Criteria

(a) Each non-price (technical) proposal meeting the Minimum Evaluation Criteria shall be rated according to the following comparative Evaluation Criteria:

The purpose of the information requested in this section is to assist the Town in making decisions about the proposer’s overall qualifications, including technical abilities and previous experience. Proposers should respond in writing to each criterion, responses to the following areas shall be complete and full.

A. Emergency Ambulance Service Performance and Experience

1. Highly advantageous – clearly demonstrates high degree of expertise and experience in communities similar to Hardwick.
3. Not advantageous – less than five (5) years’ experience in providing Emergency Ambulance Service.

B. Quality of Written Proposal

1. Highly advantageous – provides a consistently high quality of response and meets all the requirements of this RFP with no significant exceptions.
2. Advantageous – meets most of the requirements of this RFP, but without consistently high quality in all respects or with several exceptions.
3. Not advantageous – does not provide a high quality response or has significant exceptions to the various specifications of this RFP.
4. Unacceptable – fails to respond at an acceptable level to the RFP’s specifications.
C. Response to Scope of Services

1. Highly advantageous – presents clear, complete statement of work and demonstrates an understanding of all tasks to be accomplished.
2. Advantageous – presents, with some exceptions, a clear, complete statement of work and demonstrates a good, but not excellent, understanding of all tasks to be accomplished.
3. Not advantageous – presents a statement of work that is not clear or complete and shows a weak understanding of the tasks to be accomplished.
4. Unacceptable – does not present a complete statement of work and fails to show a professional understanding of the tasks to be accomplished.

(b) Price Proposal

Methodology for Determining the Best Price

The "best price" shall be the lowest price proposal.

(c) Most Advantageous Proposal

Following the separate evaluation of the Non-Price proposals, the Chief Procurement Officer or designee shall determine which proposal is most advantageous, and award the contract accordingly. The contract shall be subject to execution the Board of Selectmen.

IV. Contracts and Terms Conditions

The successful proposer shall be required to execute a contract with the Town in substantially the same form as attached within ten (10) days of notice of award of the contract.

V. Additional Submission Requirements

(a) Persons submitting proposals are required to submit the following non-collusion certification at the time the proposal is submitted. This certification should take the following form:

The undersigned certifies under the pains and penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(b) Under the provisions of G.L. c.62C, §49A, all persons or companies submitting proposals are required to certify their compliance with the tax laws of the Commonwealth. Therefore, you should include a requirement that each party submitting a proposal submit a tax compliance certificate with their proposal. The certificate should take the following form:
I certify under the pains and penalties of perjury that ______________________ has complied with all the Laws of the Commonwealth relating to taxes.]

________________________________
Signature

________________________________
Title

________________________________
Name of Company

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